

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service Authorized Federal Supply Schedule Price List**

**General Purpose Commercial Information Technology Equipment, Software and Services**

**Federal Supply Group: 70 Class: 7010**

**GSA Schedule 70 – IT Contract Number: GS-35F-252BA**

**Contract Period: March 06, 2014 – March 5, 2019**



**Contractor:** IMPAQ INTERNATIONAL LLC

**Address:** 10420 LITTLE PATUXENT PKWY STE 300  
COLUMBIA, MD 21044-3533

**Business Size:** Small, Woman-Owned Business

**Telephone:** 443- 259-5500

**FAX Number:** 443-367-0477

**Web Site:** <http://www.impaqint.com>

**E-mail:** [LFocarazzo@impaqint.com](mailto:LFocarazzo@impaqint.com)

**Marketing Point of Contact:** Lauren Focarazzo ([LFocarazzo@impaqint.com](mailto:LFocarazzo@impaqint.com))

**Contract Administration:** Sol Horwitz ([legal@impaqint.com](mailto:legal@impaqint.com))

**Pricelist current through Modification #PA-0007 dated July 25, 2016**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>*

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>*



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**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**CUSTOMER INFORMATION**

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 132-51 / 132-51RC / 132-51STLOC
- 1b. Lowest Priced Model Number and Lowest Price:** Please refer to our rates on page #[5](#).
- 1c. Labor Category Descriptions:** Please refer to page #[6](#)
- 2. Maximum Order:** \$500,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic and Overseas
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
- 7. Quantity discounts:** 1.0% discount for single GSA IT task orders with GSA IT Schedule services values in excess of \$500,000 upon award (discount applicable to GSA Schedule services only).
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,500
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery:** Contact Contractor
- 11c. Overnight and 2-day delivery:** Contact Contractor

**CUSTOMER INFORMATION continued:**

- 11d. Urgent Requirements:** Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules) ).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
N/A
- 24b. If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at:**  
[www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Numbering System (DUNS) number:** 088656512
- 26. Notification regarding registration in System for Award Management (SAM):** Registered

**GSA LABOR RATES – 132-51 / 132-51RC / 132-51STLOC**

**IMPAQ International, LLC**

**IT-70, Five-Year GSA rates**

		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>SIN(s)</b>	<b>GSA Labor Category</b>	3/6/14 - 3/5/15	3/6/15 - 3/5/16	3/6/16 - 3/5/17	3/6/17 - 3/6/18	3/6/18 - 3/5/19
132-51 / RC / STLOC	Senior IT Fellow II	\$319.54	\$326.26	\$333.11	\$340.10	\$347.24
132-51 / RC / STLOC	Project Director III	\$255.67	\$261.04	\$266.52	\$272.12	\$277.83
132-51 / RC / STLOC	Project Director II	\$239.17	\$244.19	\$249.32	\$254.56	\$259.90
132-51 / RC / STLOC	Project Manager IV	\$207.91	\$212.27	\$216.73	\$221.28	\$225.93
132-51 / RC / STLOC	Project Manager III	\$196.23	\$200.35	\$204.56	\$208.86	\$213.24
132-51 / RC / STLOC	Project Manager II	\$186.50	\$190.41	\$194.41	\$198.49	\$202.66
132-51 / RC / STLOC	Senior Technical Expert II	\$261.88	\$267.38	\$273.00	\$278.73	\$284.59
132-51 / RC / STLOC	Senior Technical Expert I	\$239.29	\$244.32	\$249.45	\$254.69	\$260.04
132-51 / RC / STLOC	Technical Expert IV	\$223.56	\$228.25	\$233.05	\$237.94	\$242.94
132-51 / RC / STLOC	Technical Expert III	\$203.86	\$208.14	\$212.51	\$216.97	\$221.53
132-51 / RC / STLOC	Technical Expert II	\$185.07	\$188.96	\$192.93	\$196.98	\$201.11
132-51 / RC / STLOC	Systems Consultant III	\$172.29	\$175.91	\$179.60	\$183.38	\$187.23
132-51 / RC / STLOC	Systems Consultant II	\$157.93	\$161.25	\$164.64	\$168.09	\$171.62
132-51 / RC / STLOC	Senior IT Analyst II	\$155.24	\$158.50	\$161.83	\$165.23	\$168.70
132-51 / RC / STLOC	Senior IT Analyst I	\$145.73	\$148.79	\$151.92	\$155.11	\$158.36
132-51 / RC / STLOC	IT Analyst V	\$135.76	\$138.61	\$141.52	\$144.49	\$147.52
132-51 / RC / STLOC	IT Analyst IV	\$130.30	\$133.04	\$135.83	\$138.68	\$141.60
132-51 / RC / STLOC	IT Analyst III	\$114.86	\$117.27	\$119.74	\$122.25	\$124.82
132-51 / RC / STLOC	IT Analyst II	\$105.29	\$107.50	\$109.76	\$112.06	\$114.42
132-51 / RC / STLOC	IT Analyst I	\$94.65	\$96.63	\$98.66	\$100.73	\$102.85
132-51 / RC / STLOC	Technical Associate IV	\$81.27	\$82.98	\$84.72	\$86.50	\$88.32
132-51 / RC / STLOC	Technical Associate III	\$73.67	\$75.22	\$76.80	\$78.41	\$80.06
132-51 / RC / STLOC	Technical Associate I	\$47.20	\$48.19	\$49.20	\$50.23	\$51.29

## GSA LABOR CATEGORY DESCRIPTIONS – SIN 132-51 / 132-51RC / 132-51STLOC

### Experience Substitutions Methodology:

High School Diploma + 2 years required experience	Equals	Associates Degree
High School Diploma + 4 years required experience	Equals	Bachelors Degree
Associates Degree + 2 years required experience	Equals	Bachelors Degree
High School Diploma + 7 years required experience	Equals	Masters Degree
Bachelors Degree + 2 years required experience	Equals	Masters Degree

### Education Substitutions Methodology:

A Doctorate Degree may be substituted for 4 years of required experience with a Masters Degree
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree
A Bachelors Degree may be substituted for 4 years of required experience with a High School Diploma
An Associates Degree may be substituted for 2 years of required experience with a High School Diploma

	<b>GSA Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience</b>	<b>Functional Responsibility</b>
1	Senior IT Fellow II	Masters	15	Serves as senior IT advisor to other IT project leaders. Provides high-level information technology subject matter expertise. Solves difficult and unique types of technical problems. Assesses strategic technology issues with government program managers. Makes technical judgments and provides advice on the resolution of technical, schedule, performance or budgetary problems specific to information technology projects.
2	Project Director III	Masters	10	Develop, directs, coordinates and controls technical and administrative activities for one or more large-scale IT programs including planning, financials, and staffing. Ensures that system meets customer's business and performance requirements. Supervises multiple Project Managers in the executions of their programs. Resolves highly complex technical, schedule, performance or budgetary problems specific to information technology projects.
3	Project Director II	Masters	8	Develop, directs, coordinates and controls technical and administrative activities for large-scale IT programs including planning, financials, and staffing. Ensures that system meets customer's business and performance requirements. Supervises the Project Manager in the executions of their programs. Resolves technical, schedule, performance or budgetary problems specific to information technology projects.

	<b>GSA Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience</b>	<b>Functional Responsibility</b>
4	Project Manager IV	Bachelors	10	Responsible for all aspects of the development and implementation of assigned complex or large-scale projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides high-level technical and analytical guidance of project team and advice on the resolution of technical, schedule, performance or budgetary problems. Supervises technical experts in the executions of their programs.
5	Project Manager III	Bachelors	8	Responsible for aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance of project team and advice on the resolution of technical, schedule, performance or budgetary problems. Supervises technical experts in the executions of their programs.
6	Project Manager II	Bachelors	6	Responsible for the development and implementation of an assigned project and provides a single point of contact for that project. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance of project team and advice on the resolution of technical, schedule, performance or budgetary problems.

	<b>GSA Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience</b>	<b>Functional Responsibility</b>
7	Senior Technical Expert II	Masters	10	Develop, directs, coordinates and controls technical activities for one or more IT projects. Reviews and maintains quality of technical work. Leads development of IT technical or specialty products / systems. Makes technical judgments and provides advice on the resolution of technical, schedule, performance or budgetary problems.
8	Senior Technical Expert I	Masters	8	Develop, directs, coordinates and controls technical activities for one IT project. Reviews and maintains quality of technical work. Leads development of IT technical or specialty products / systems. Makes technical judgments and provides advice on the resolution of technical, schedule, performance or budgetary problems.
9	Technical Expert IV	Bachelors	12	Solves difficult and unique types of technical or analytical problems. Develops specialized tools, models, or applications for IT project execution. Works with other specialists to develop IT technical or specialty products / systems. Makes technical and business judgments and provides advice on the resolution of technical problems.
10	Technical Expert III	Bachelors	10	Solves difficult and unique types of technical or analytical problems. Develops specialized tools, models, or applications for IT project execution. Works with other specialists to develop IT technical or specialty products / systems. Coordinates with other specialists regarding the implementation of IT technical and support solutions.
11	Technical Expert II	Bachelors	8	Solves difficult and unique types of technical or analytical problems. Develops specialized tools, models, or applications for IT project execution. Supports the development of IT technical or specialty products / systems. Coordinates with other specialists regarding the implementation of IT technical and support solutions.
12	Systems Consultant III	Bachelors	6	Leverages expert-level IT knowledge in a particular technology, industry, or methodology to evaluate and advise clients on best options to implement systematic changes that will improve processes and position the client for future IT industry trends. Participates in the design, development and implementation of solutions architecture at a high level to meet the user's business needs including meeting IT standards.
13	Systems Consultant II	Bachelors	4	Leverages expert-level IT knowledge in a particular technology, industry, or methodology to evaluate and advise clients on best options to implement systematic changes that will improve processes and position the client for future IT industry trends. Participates in the implementation of solutions architecture to meet the user's business needs including meeting IT standards.



	<b>GSA Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience</b>	<b>Functional Responsibility</b>
14	Senior IT Analyst II	Bachelors	12	Determines client's IT business needs and is able to translate IT business needs into system requirements. Works with other IT analysts, programmers, and other IT professionals to ensure that information systems, products, and services meet minimum organizational standards and end-user requirements. Documents and works to resolve all problems. Reports progress on problem resolution to management. Devises improvements to current IT procedures and develops models of possible future configurations. Performs IT system workflow analysis and recommends quality improvements. May provide project / staff supervision across multiple projects.
15	Senior IT Analyst I	Bachelors	10	Determines client's IT business needs and is able to translate IT business needs into system requirements. Works with other IT analysts, programmers, and other IT professionals to ensure that information systems, products, and services meet minimum organizational standards and end-user requirements. Documents and works to resolve problems. Reports progress on problem resolution to management. Devises improvements to current IT procedures and develops models of possible future configurations. Performs IT system workflow analysis and recommends quality improvements. May provide project / staff supervision on a single project.
16	IT Analyst V	Bachelors	8	Determines client's IT business needs and is able to translate IT business needs into system requirements. Works with other IT analysts, programmers, and other IT professionals to ensure that information systems, products, and services meet minimum organizational standards and end-user requirements. Documents and works to resolve problems. Reports progress on problem resolution to senior IT analysts. Devises improvements to current IT procedures and develops models of possible future configurations. Performs IT system workflow analysis and recommends quality improvements.
17	IT Analyst IV	Bachelors	6	Determines client's IT business needs and is able to translate IT business needs into system requirements. Works with other IT analysts to ensure that information systems, products, and services meet minimum organizational standards and end-user requirements. Documents and works to resolve problems. Reports progress on problem resolution to senior IT analysts. Devises improvements to current IT procedures and develops models of possible future configurations. Performs IT system workflow analysis and recommends quality improvements.
18	IT Analyst III	Bachelors	4	Works with other IT analysts to ensure that information systems, products, and services meet minimum organizational standards and end-user requirements. Documents and works to resolve problems. Reports progress on problem resolution to senior IT analysts. Performs IT system workflow analysis.

	<b>GSA Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience</b>	<b>Functional Responsibility</b>
19	IT Analyst II	Bachelors	2	Works to ensure that information systems, products, and services meet minimum organizational standards and end-user requirements. Documents problems. Reports progress on problem resolution to senior IT analysts. Performs IT system workflow analysis.
20	IT Analyst I	Bachelors	0	Works to ensure that information systems, products, and services meet minimum organizational standards and end-user requirements. Documents problems. Reports progress on problem resolution to senior IT analysts.
21	Technical Associate IV	Associates	3	Assist senior level personnel in providing information technology tasks. May document information technology system elements. Requires minimal supervision.
22	Technical Associate III	Associates	2	Assist senior level personnel in providing information technology tasks. Requires moderate supervision.
23	Technical Associate I	Associates	0	Assist project personnel in providing information technology tasks. Requires close supervision.

<b>TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51 / 132-51STLOC / 132-51RC)</b>
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*\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 / 132-51STLOC / 132-51RC Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15)(AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
  - (1) Cancel the stop-work order; or

- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION 1 - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS □COMMERCIAL ITEMS (MAR 2009) (ALTERNATE 1 □□OCT 2008) (DEVIATION 1 – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

GSA Labor Category Descriptions – beginning on page #[6](#)

GSA Hourly Rates – beginning on page #[5](#)